

**REVISED HOSTEL RULES WITH APPLICATION FORMAT FOR
WORKING WOMEN'S HOSTEL (WWH) IN GANGANAGAR,UNIT-VI
BHUBANESWAR AND SANTARA, JAJPUR**

Part I: General Information

Accommodation-Types: Single room/double bedded rooms/three bedded rooms with attached toilet and bathroom at Ganganagar, Bhubaneswar and single room/double bedded rooms/4 seater rooms at Santara,Jajpur. Each room has cup board, cot for use of the residents. However, the residents are required to arrange their own mattresses, bed sheets and pillow cover, curtain, bed covers etc.

Parking Space-Many women have their own vehicles to commute to their place of work. The resident can avail parking facility in the hostel.

Crèche Facility: The working mother can avail in house crèche facility in the hostel at a payment based on actual cost to be incurred by the operator.

Operator of the hostel: The Department of W&CD has entrusted Mahila Vikas Samabaya Nigam (MVSN) for managing the Hostel. The HR Part of Hostel is to be looked after by the selected agency

Part II

Hostel Rules

2.0.0 Eligibility criteria of the residents and procedure of allotment of seats in the Hostel:

The following shall be the eligibility criteria for allotment of seats in the Hostel:

Allotment of seats/ beds will be done only to the women belonging to India without any distinction with respect to caste, religion, marital status etc presently working or under training in India. Working women, who may be single, widowed, divorcee, married but whose husband or immediate family does not reside in local areas will be eligible to seek accommodation in the Hostel. In case of number of women seeking admission exceeded the capacity of the hostel, waiting List will be maintained.

Women from Odisha who are under training for job provided the total training period does not exceed one year and any girl pursuing post graduate or above may also be accommodated in the hostel if there is vacancy available after accommodating working women. The number of women under training for job should not exceed 30% of the total capacity of the Hostel.

The working women to be entitled for availing hostel facilities have no such upper income limits as stipulated earlier.

No working woman will be allowed to stay in a Hostel for more than three years consecutively.

In exceptional circumstances, the Government may recommend extension of stay recording reasons in writing for some working women beyond the three years period, subject to the condition that the total stay of the woman, with extensions, shall not exceed five years.

The Application Format and other requirements for admission in the hostel is given in the web portal i.e. <http://amahostel.odisha.gov.in>.

Payment of Rent and other charges:

Payment of monthly Rent by the residents: Mahila Vikas Samabaya Nigam (MVSN) charges the rents for these 2 WWHs as per the following.

Location of WWH	For single room	For double rooms	For 3 bedded rooms	For 4 bedded rooms
Ganganagar, Bhubaneswar	4,500	3,500 per head	2,500 per head	Not available
Santara, Jajpur	3,500	2,500 per head	not available	1,500 per head

The rent collected shall cover all expenses. Rent does not include the charges of mess, crèche, washing of cloths, ironing etc. Rent may be revised after 3 years.

Payment of monthly mess charges: Mess charges to be paid by the resident separately.

Payment of crèche charges: The working mothers living in the hostel will have to pay charges for crèche separately based on the actual cost of running the crèche facility incurred by the operator in case the facility is availed.

Application Process

The duly filled in Application Form alongwith requisite documents is to be submitted in the prescribed format available in the web portal <http://amahostel.odisha.gov.in> of the Department of Women and Child Development,

Selection and Tenure

1. Mahila Vikas Samabaya Nigam (MVSN) will recommend the applications for admission. Final decision will be taken by the Committee chaired by the Administrative Officer, MVSN after due scrutiny. The allotment of room has to be followed up with immediate deposit of 2 months advance security deposit and the Hostel has to be occupied within 15 days after being made available or else the allotment will be automatically cancelled and the amount deposited shall be forfeited. On the day of occupation, the resident has to deposit the rent for current month.

On Joining the Hostel

1. No other charges except rent and mess will be charged from the residents by MVSN.
2. Residents leaving on any day of the month shall pay the full month's rent.

Prescribed Living Norms/ Accommodation norms

1. The resident will be given an inventory list of the items in the room which has to be endorsed at the time of taking possession of the accommodation.
2. Any missing or damaged items must be reported to the Hostel Superintendent immediately. Otherwise, it will be assumed that all furnishings and fittings are in good order. The resident will be responsible for and will pay for any loss or damage thereafter.
3. A resident will have to intimate the Hostel Superintendent at least a month before she intends to vacate the accommodation. House check will be conducted by Hostel Superintendent at the time of handing over the keys/possession of the room.
4. At the end of the occupational period, the Management will deduct any damages/loss of inventory from the security deposit. The balance of the deposit, if any, will be refunded to the resident.

Norms of Meal services:

Meals will be provided in the dining area. No room service is allowed.

- (i) Meal timings will be displayed on the notice board.
- (ii) Only in case of illness meals may be allowed to taken up to the room.
- (iii) Crockery, glassware or utensils should not be taken away from the mess for personal use.
- (iv) Cooking is not allowed in the room,

Norms of Hostel Timings-

5. A Resident

- (i) One can leave the hostel any time after 06.00 a.m. and return any time before 8.00 p.m.
 - (ii) May avail of returning late nights till 10 pm taking prior permission from Hostel Superintendent after recording reasons in the book kept for the purpose. On these evenings the returning time can exceed till 10.00p.m.
 - (iii) May stay out of the hostel after taking prior permission from Hostel Superintendent after recording reasons in the register kept for the purpose. On such occasion address of the place and the contact number has to be provided. On return the register has to be signed.
6. If the resident requires to undergo official tours which would require odd hours of leaving and returning to the Hostel, advance intimation with proper documentation attached with application may be given to the Hostel Superintendent.

Norms for Visitors

1. Visitors are welcome and are to be received in the visitors lounge.
2. No male visitor will be allowed beyond the visitor's lounge.
3. Visitors cannot stay in the Resident's room.
4. Visitors will have to sign in the register at the security gate upon arrival and departure.
5. Residents shall not allow their guests or visitors to create any disturbance or other nuisance in the hostel premises that will interfere in the well being of others.

Other conditions:

1. Lights, fans, any other electric items to be switched off when not in use.
2. Duplication of keys is prohibited and unauthorized entry to a room is a serious offence. Trespassers will be strictly prohibited.
3. Pets are not allowed in the premises.
4. To ensure a healthy environment smoking, consuming alcohol, narcotics or gambling on the premises is strictly prohibited.

Action taken when breaking the rules:-

First Offence- Written warning

Second Offence- Final warning with an undertaking

Third Offence-Immediate expulsion.

In case of following unlawful acts in the premises of the hostel, the resident is liable for expulsion from the hostel.

1. Consumption of illegal drugs
2. Substance abuse
3. Smoking
4. Consumption of liquor
5. Theft and stealing
6. Vandalism or destruction of Public Property
7. Unlawful assembly or gathering for purpose of committing anything illegal or going on strike
8. Fighting or using abusive language.

Any other unlawful act or behavior including listed above may also be reported to the police and or handed over to respective authorities for appropriate action as per law.

On leaving the Hostel

9. On the expiry of the term, the resident will have to vacate the room automatically and without any notice from the hostel management. She will hand over vacant possession of the room to the hostel management.
10. Any luggage/furniture/personnel items left by the resident upon completion of her term will be disposed off after one month of her vacating the room.
11. A resident may not be required to leave the Hostel immediately if she has quit the job. She may continue to stay between jobs, for a period of one month with due permission and approval of the Hostel Superintendent. On joining a new job, a salary slip with letter of appointment from the new employer is to be submitted.

Important cautions:

A resident is a mere boarder and has no right to a particular room, the bed or any properties therein. The arrangements and control of the hostel premises will remain with the Hotel Superintendent. The hostel premises can not be used for any commercial purpose.

Responsibility of the Resident

1. **Valuables**-The resident is responsible for ensuring the safety of the personal items. The hostel will do its best to maintain security but will not be responsible for any personal loss on the premises.
2. **Illness**-If sick, the Hostel Superintendent has to be informed immediately and updated on the condition. First aid is available but the Hostel Superintendent will decide to call (and overrule if necessary) family/guardian responsible in case of emergency or admit in a hospital. The resident will have to bear all related expenses, including outstation calls, transport and medical care, etc.

Appendix I

A recent Passport
Size Photograph
to be pasted
attested by
Gazetted
Officer

**Working Women Hostel for Ganganagar, Unit-VI, Bhubaneswar/
Santara,Jajpur Application for Hostel Admission (in duplicate)
(tick the Working Women's Hostel for which application is submitted)**

1.	Name of the Applicant(In capital letters)	
2	Date of birth	
3	Identity Proof (Adhar/PAN/Driving License/Pass Port/ Any other document issued by Govt to be attached)	
4	Marital status(Single/Married)	
5	Father's/Husband's name	
6	UIDAI No. (if any)_	
7	Permanent Address:	
8	House No	
9	Village/Town	
10	Post Office	
11	Ward No.	
12	District	
13	State	
14	PIN	
15	Nationality	
16	Place of appointment/Address	
17	Contact No.+91-	
18	Gross Salary(in Rs.)	
19	Official Contact No_ (Certificate from Employer to be attached)	
20	Name of person/guardian in Bhubaneswar/Jajpur to be contacted to be contacted during emergency (tick appropriate location of WWH)	
21	Contact No:-	
22	E Mail ID:-	

DECLARATION

I shall be abide by the rules and regulation of the Working Women's Hostel for Ganganagar,Unit-VI, Bhubaneswar and agree to comply with the same, and will co-operate with the management of the hostel. I agree to adhere to the tenure and condition of payment of hostel fees. I accept that the Hostel fees/charges are subject to revision as approved by Government of India and I agree to pay the rates applicable to my allotted room.

Signature of Applicant

(Mobile No _____)Email Id _____

Date _____

Place: _____

FOR OFFICE USE OF MAHILA VIKAS SAMABAYA NIGAM, BHUBANESWAR

Recommended/Not recommended-----

Signature (Office Seal)

Appendix II

Medical Certificate Format

A recent
Passport Size
Photograph
to be pasted
attested by
Gazetted

Medical Certificate from a Registered Practitioner

Name of the Applicant: _____

Profession _____

Date of Birth _____

Identification Marks _____

Disability (if any) _____

Blood group _____

a) Chronic illness _____

b) Medication if any _____

General Condition _____

Recent illness _____

Skin disease _____

Recommended Action _____

**Signature of the Applicant
Officer**

**Signature of the Medical
with Seal**
